

Measure of the Faculty of Arts, Masaryk University No. 1/2023

**SCHOLARSHIP PROGRAMME TO SUPPORT THE INTERNATIONAL
MOBILITY OF DOCTORAL STUDENTS
IN 2023**

In accordance with § 28 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue the following Measure:

Section 1

Basic provisions

For the purposes of simplifying the text of this Measure, a role or position referred to in the form of a generic masculine means a role or position performed by persons of different genders.

Section 2

Specification of the Scholarship Programme

The Scholarship Programme to Support the International Mobility of Doctoral Students in 2023 (hereinafter referred to as the "scholarship programme") is announced by the Dean of the Faculty of Arts, Masaryk University (hereinafter referred to as the "FF MU") in accordance with the provisions of Section 3 subsection 1 clause b) of the Masaryk University Scholarship and Bursary Regulations.

Section 3

Purpose and duration of the scholarship programme

- (1) The purpose of the scholarship programme is to support the active participation of doctoral students in international mobility to develop their professional competencies and scientific knowledge.
- (2) The scholarship will support international mobility with a minimum of 4 days' stay in the host location.
- (3) The scholarship programme is announced for the period of the calendar year 2023 for mobility carried out or started exclusively in 2023. In exceptional and duly justified cases, mobility carried out in 2022 may also be considered.

Section 4

Source of funding for the scholarship programme

- (1) The source of funding for scholarships is the 2022-2025 Programme for the Support of Strategic Management of Higher Education Institutions.
- (2) If the programme's financial resources are exhausted before the end of the calendar year, no further scholarships will be awarded before the end of that year.

Section 5

Conditions for awarding the scholarship

- (1) The scholarship is intended for students on full-time and combined doctoral degree programmes at the FF MU.
- (2) The scholarship is conditional upon active study as defined in paragraph 1 at the time of application and at the time of the decision to award the scholarship.
- (3) The award of the scholarship is discretionary.
- (4) Students can continue to apply for the scholarship throughout the duration of the scholarship programme, but no later than 20 November 2023. Applications submitted after this date cannot be processed positively for organisational reasons.
- (5) A prerequisite for awarding a scholarship is sufficient funds in the scholarship programme.
- (6) The scholarship application should be submitted well before the planned trip (preferably at least 1 month). In exceptional cases, the application may be submitted after the trip.
- (7) A condition for obtaining the scholarship is the proper registration of mobility in the MU Information System according to the instructions of the MU Centre for International Cooperation and/or the FF MU International Relations Office, which precedes the electronic submission of the application.
- (8) A student may receive the scholarship repeatedly during the calendar year based on multiple applications.
- (9) Online forms of mobility may also be supported, provided that their programme and content are equivalent to the minimum duration.

Section 6

Amount of the scholarship

- (1) The final amount of the scholarship is based on a calculation prepared by the applicant following the instructions in Annex 1 to this measure. Depending on the opinion of the student's supervisor and the assessment of the application by the Vice-Dean for Research and Doctoral Studies, the final amount of the scholarship may be set between 0–100% of this calculation. In exceptional and duly justified cases, the scholarship may be awarded in an exceptional amount above the calculation but not exceeding CZK 80,000.
- (2) A student may be repeatedly awarded a scholarship in one calendar year, but the total amount may not exceed CZK 120,000.
- (3) The scholarship is paid in Czech crowns.

Section 7

Application procedure

- (1) Students apply for scholarship support by filling in the "Application for the Scholarship to Support the International Mobility of Doctoral Students" form. The application is submitted exclusively electronically via the MU Information System (IS MU > Document Office > Submitting a New Application > Application for the Scholarship to Support the International Mobility of Doctoral Students) at any time during the scholarship programme but no later than 20 November 2023. The application form is an appendix to this measure and must be attached in the electronic form to the electronically submitted application, completely filled in, and must include all relevant appendices.
- (2) Incomplete applications will be automatically excluded from processing as ineligible for the scholarship. An application is defined as incomplete when the electronically submitted application is not accompanied by a fully completed "Application for the Scholarship for the International Mobility of Doctoral Students" form, including all relevant appendices in electronic form, and/or where the mobility has not been correctly registered in the MU Information System according to the instructions of

the MU International Cooperation Centre and/or the FF MU International Office prior to the submission of the application.

- (3) Within 30 calendar days after the mobility has taken place, the applicant is obliged to submit to the office for studies a final report on the mobility in the scope of at least one A4 page signed by the student and their supervisor. The final report can be submitted in person in printed form or in the form of a scan sent by e-mail to phd@phil.muni.cz or in electronic form without signatures by e-mail to phd@phil.muni.cz and simultaneously to the supervisor. Failure to submit the final report may result in the withdrawal of the scholarship. If the application is submitted after the mobility has taken place, the applicant will attach the final report electronically directly to the application or submit it by one of the above methods at the same time as the application.

Section 8

Assessment of applications

- (1) Individual applications are assessed by the Vice-Dean for Research and Doctoral Studies.
- (2) In assessing applications, particular consideration is given to the relevance of mobility in relation to the applicant's studies, the importance of the mobility, the supporting opinion of the supervisor, etc.

Section 9

Award of the scholarship

- (1) The award of the scholarship and its final amount is decided by the Vice-Dean for Research and Doctoral Studies on behalf of the Dean.
- (2) At the discretion of the Vice-Dean for Research and Doctoral Studies, the financial limits set out in Section 5 of this measure may be exceeded.

Section 10

Delivery of the decision and payment of the scholarship

- (1) The delivery of the decision on the award of the scholarship is governed by the Masaryk University Scholarship and Bursary Regulations.
- (2) Once awarded, the scholarship is paid in one lump sum, in Czech crowns, to the applicant's bank account.
- (3) If the trip is not realised, the student is obliged to immediately inform the staff of the office for doctoral studies of this fact and to return any scholarship awarded and already paid. If the study mobility has not been carried out for reasons not attributable to the student (e.g. cancellation by the organising institution) and the student has already incurred costs that have not been reimbursed by the provider (e.g. for booked accommodation), these costs will be taken into account when determining the amount that the student is obliged to repay due to the failure to carry out the mobility.

Section 11

Final provisions

- (1) This Measure builds upon the Masaryk University Scholarship and Bursary Regulations.
- (2) I authorise the Vice-Dean for Research and Doctoral Studies to interpret the individual provisions hereof, to implement and update them.
- (3) The Faculty Bursar checks the use of funds for the scholarships.
- (4) This Measure shall enter into force on the date of signature.
- (5) This Measure shall take effect upon publication in the public part of the MU website.

Annexes:

No. 1 – Instructions for preparing the calculation

No. 2 – Application for the Scholarship to Support the International Mobility of Doctoral Students

signed electronically
doc. Mgr. Irena Radová
Dean